



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Human Resource Management · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING CORRECTIONAL EDUCATION PROGRAM

NOVEMBER 4, 2004

OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is accepting applications on a continuing basis to build an applicant pool for anticipated position vacancies in correctional facilities. Applicants will remain active for one year following receipt and will be considered as openings occur.

POSITION TITLE: **Principal**

SALARY: \$77,638 - \$79,866

NATURE OF WORK: This is a professional position serving as Principal, responsible for providing leadership in the administration of education and library programs for inmate residents at an adult correctional facility.

DUTIES AND RESPONSIBILITIES: Serves as the immediate supervisor of teachers and librarians in a correctional facility; coordinates the activities of the school program with institutional officials; monitors special education services; maintains educational records; counsels students; supports the work of the local school improvement team.

MINIMUM QUALIFICATIONS: A Master's Degree in School Administration and Supervision or Master's Degree with 18 graduate credits in School Administration and Supervision plus three years of satisfactory teaching experience and eligible for a Maryland Administrator II or Principal Certificate.

ESSENTIAL REQUIREMENTS: Knowledge of the principles and practices of school administration; knowledge of academic curriculum planning, development, and implementation; knowledge of principles and practices of effective adult education and/or secondary education and GED programs; knowledge of criminal rehabilitation theory and practice; skill in time management, personal organization, and administrative detail; skill in the development of effective work teams; ability to communicate effectively and to establish and maintain effective working relationships.

PROCEDURE FOR APPLICATION: Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Principal. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Human Resource Management Branch, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website www.marylandpublicschools.org/MSDE/aboutmsde/jobs.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCESS:

Upon receipt, applications will be screened and placed in one of these categories: Best Qualified, Better Qualified, Qualified, or Not Qualified. Applicants will be notified of their category. Applications will continue active consideration for one year from the date of receipt. Requests to continue active consideration for an additional year will be honored providing the request is made in the twelfth month of receipt of the application. If an applicant declines to be interviewed two times or refuses a position two times, the application will be removed from active consideration.

**CONDITIONS OF
EMPLOYMENT:**

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State Correctional Institutions. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Principal/Administrator II Certificate, the incumbent's employment will be terminated. Also, failure to maintain a Maryland Principal/Administrator II Certificate will be the basis for termination of employment.

CLOSING DATE:

Open and Continuous